SEARCH   FORMAT

−   REPLACE

+

Compucorp®

System Guide 2:
Typing

Overview

The basics of typing a document are the same in any office. These basics include determining the appearance of the page, typing text, making minor revisions, and filing. The Compucorp OMEGA makes it easy to perform these basics because the system does many tasks for you. For example, OMEGA is preset to your office standards so that margins, tabs, line spacing, and page ends are established automatically.

In this system guide you will learn the basic procedures for typing a document. Section 1 covers the procedures which enable you to make minor revisions quickly and easily. Section 2 introduces you to some of the ways to change the appearance of a page. These include setting margins, indents, and tabs, and centering, underlining, and printing bold text. Section 3 describes how to use OMEGA'S convenient electronic filing system.

Upon completion of these three sections, you will be able to perform most of the basic tasks needed to produce a document in less time than it would take with a typewriter. And, you will be able to perform many tasks that you never could on a typewriter.

Sections

1. Making Minor Revisions
2. Determining the Page Appearance
3. Filing

**Begin this guide by listening to Audio 2.**

1

Editing capabilities

Making minor revisions on a typewriter requires you to white-out, erase, re-align, or cut and paste. As a result, you seldom have perfect originals. OMEGA's editing capabilities make it easy to produce perfect originals of all your documents—even those requiring significant revisions. In this section you will learn how to make minor revisions using OMEGA. More advanced editing procedures will be discussed in System Guide 4.

Minor revision capabilities

With OMEGA you can make a wide variety of minor revisions easily and quickly before you print a document. All these revisions are made without retyping the entire document; you retype only the changes. Here is a list of the minor editing capabilities of your Compucorp OMEGA.

1. Insert missing characters or spaces.

2. Insert missing lines of text or add blank lines.

3. Delete incorrect characters and type correct ones.

4. Delete extra spaces or characters.

5. Delete screen markers such as return or center markers.

6. Delete extra lines of text or extra blank lines.

7. Reformat paragraphs after text has been inserted or deleted.

8. Combine and split paragraphs.

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Sample Document
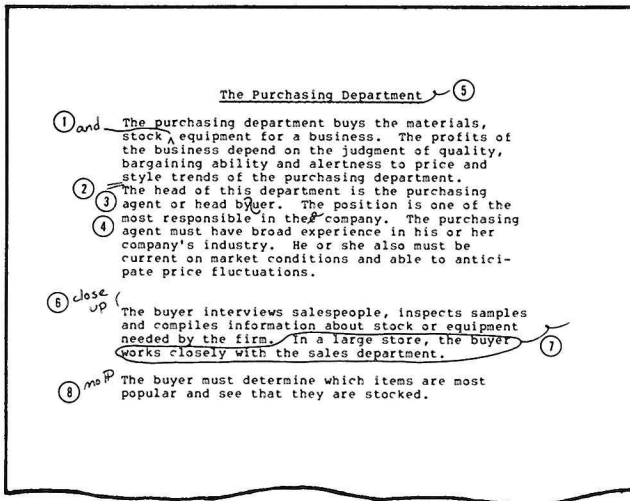
Locating text

The first step in making minor revisions is to position the cursor where the change is to be made. To do this, you move the cursor "through" text previously typed. You cannot use the SPACE BAR, TAB, or RETURN keys to position the cursor because these keys add unwanted spaces to your document. The HOME and Arrow keys, however, allow you to move the cursor to any location without changing your text.
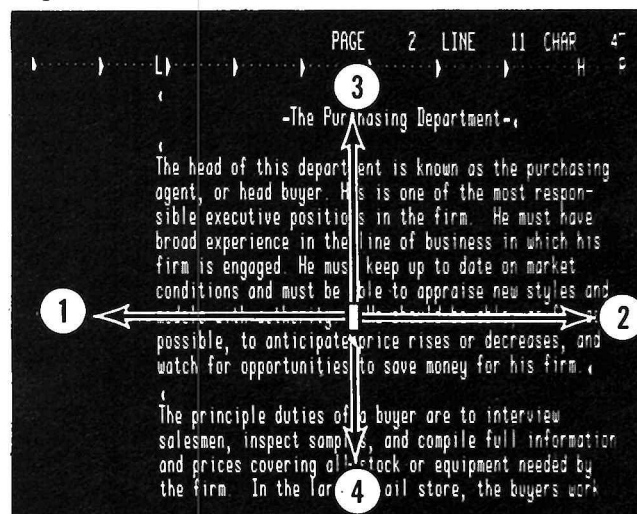
Arrow keys

Arrow keys move the cursor to any line and character position. The cursor moves in the direction of the arrow displayed on each key, and it moves repeatedly when an Arrow key is held down. Arrow keys are also used to scroll up and down through the document.

HOME-Arrow combinations—for small movements

The HOME key can be combined with Arrow keys to move the cursor rapidly through text. Following is a review of the HOME and Arrow key combinations you learned in System Guide 1, and the locations to which they move the cursor.

| Cursor movement	Key combination
1. To the left margin	HOME-LEFT ARROW
2. To the end of the line	HOME-RIGHT ARROW
3. To move up a screen length	HOME-UP ARROW
4. To move down a screen length	HOME-DOWN ARROW

Rapid Cursor Movement

HOME-HOME Arrow combinations—for large movements

By pressing HOME twice and then an Arrow key, you can move quickly to four other locations within the document.

Cursor movement	Key combination
1. To the left edge of screen	HOME-HOME-LEFT ARROW
2. To the right margin	HOME-HOME-RIGHT ARROW
3. To the first line of the document	HOME-HOME-UP ARROW
4. To last line of document	HOME-HOME-DOWN ARROW

NOTE: Use RED key to cancel HOME-HOME-UP or HOME-HOME-DOWN before the beginning or end of the document is reached.

HOME, HOME and Arrow Keys
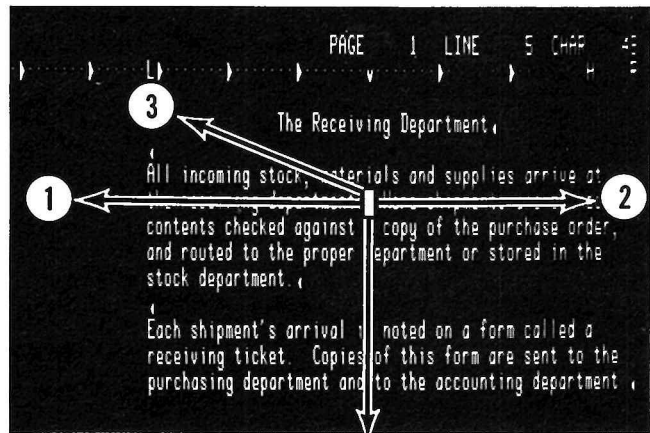
Last Line of Document ④

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Inserting and deleting

Two of the most common revisions you make when typing are inserting and deleting text. With a typewriter, adding or removing letters, spaces, or words involves erasing or using white-out, both of which detract from the appearance of your final copy. With OMEGA, however, you can perform these tasks easily and produce perfect documents.

Inserting

Because OMEGA is usually in "Insert Mode," you can insert text or space easily without using a special function key.

When the system is in Insert Mode, existing text moves automatically to the right when you type new text. To insert characters, words, or lines of text, simply position the cursor on the character following the location where the text is to be added, and then type. Any text following the insertion drops down a line and moves to the right to make room for the added text. This is easily put back together during format. You can add blank spaces by using the SPACE BAR or TAB key, and blank lines by using the RETURN key.

Deleting options

OMEGA offers several special function keys for deleting text. The keys are easily recognized because each is labeled in red and named for the function it performs.

- **Deleting a character or space:** The BACKSPACE key removes the character or space to the left of the cursor. Using BACKSPACE is the easiest way to correct a mistake as you are typing. The DEL CHAR (delete character) key removes the character or space on which the cursor is located. If you find a mistake when you are proofreading typed text, use DEL CHAR.

- **Deleting screen markers:** Many features, such as the RETURN key, display "screen markers." You can use the DEL CHAR key to remove unwanted screen markers. Simply position the cursor on the screen marker and press DEL CHAR.

- **Deleting a word:** The DEL WORD (delete word) key removes a word and the space that follows it. The remaining text on the line moves to the left. To delete an entire word, you position the cursor on the first character of the word and use DEL WORD.

- **Deleting a line of text or blank line:** The DEL LINE (delete line) key removes the text from the cursor to the end of the line. You can use DEL LINE to delete an entire line of text, part of a line of text, or a blank line.

Inserting

Before   After

Deleting

Before   After

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Re-formatting revised text

Revisions often result in text which is formatted incorrectly. For example, deleting two or three words can result in a line that is too short. This can be corrected easily by using the FORMAT key. When you format text, OMEGA may ask you to hyphenate words to create a more uniform right margin. You can choose to hyphenate or move the word to the next line. If you wish to keep certain words together, you can indicate this before formatting.

Format procedure

The FORMAT key adjusts one paragraph, or all the text between two RETURN markers, at a time. You simply position the cursor anywhere in the paragraph you wish to adjust, then press FORMAT. OMEGA rearranges the text to correspond to the margins set for that paragraph.

When OMEGA formats a paragraph for you, it may ask you to "Please hyphenate." This is OMEGA's way of telling you that a word spans the hot zone and extends beyond the right margin. You have the option of hyphenating or moving the entire word to the next line.

- **Hyphenating a word:** You can tell OMEGA to insert a hyphen and continue to format the paragraph. You simply position the cursor on the character following the correct hyphen location, and then press the "hyphen/equal" key. The system inserts a "soft hyphen" and continues formatting the paragraph.

There are two kinds of hyphens on the OMEGA system: a required hyphen and a soft hyphen. You use the "hyphen/equal" key to create both. And they look the same on the screen.

If you type a hyphen as you first type the text, OMEGA inserts a required hyphen. A required hyphen will not be removed during formatting. It should be used to type a word such as mother-in-law.

If you type a hyphen during formatting, OMEGA inserts a soft hyphen. OMEGA will remove a soft hyphen during formatting if the word moves to the inside of a line in the paragraph.

- **Moving a word to the next line:** If OMEGA asks you to hyphenate a certain word, and you decide not to do so, you simply press RETURN. OMEGA moves the entire word to the next line and continues formatting.

In System Guide 3, you will learn how to reformat entire documents.

Before Formatting

After Formatting

Before Hyphenation

After Hyphenation

Keeping words together

Reformatting a paragraph can cause words that should be kept together to be separated onto two lines. For example, it is considered incorrect to split a date at the end of a line as shown in the first illustration. You can tell OMEGA to keep words together by typing a "protected space" between them instead of typing a normal space with the SPACE BAR. This tells OMEGA that the words connected with protected spaces are to be wrapped around as if they were one long word.

In the next illustration, "November" and "2" and "1982" have been separated with a protected space and therefore wrap to the next line. The "protected space" key is the special function key labelled with a dot in parentheses (·). When you type a protected space, a dot displays on the screen between the words to be kept together.

Return to the audio for directions on how to complete the disk instruction. Then go on to the first disk instruction as directed.

Without Protected Spaces

With Protected Spaces

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Disk Instruction Training Information

The following information explains the role and use of "disk instruction" and how to get started using the hands-on material. Read through all of this material carefully before beginning Disk Instruction 2.1 Making Minor Revisions.

Role of disk instruction

The material contained in the disk instruction session for this system guide, and in all other sessions, will explain procedures in greater detail and provide you with opportunities to practice using each procedure. Since you will be learning the steps and using them immediately, you will learn how to use this system quickly and easily.

Types of disk instruction

In this training program, there are two types of disk instruction: instructions on the screen and instructions in the print. In the first type of disk instruction, all the directions you will need to perform the procedures will be displayed on the video screen. This will include review material, instructions, examples, and space for you to type your own text. Disk instruction documents will be named with the system guide number, the section number, and the section name. For example, 4.1 Blocks is the disk instruction for System Guide 4, Section 1, and covers revising blocks of text.

In the second type of disk instruction, you will practice procedures using documents that have already been created for you. Since these documents will be displayed on the screen, instructions will be printed in your system guide to guide you through the disk instruction.

In both types of disk instruction, you will be given comprehensive, step-by-step instructions the first time you perform any procedure. Then, you will be given less instruction for following examples. You will check your understanding of the procedures by completing one or more "Review Examples" and "Cumulative Examples." When performing the procedures in the Review Examples, you will not be given any steps, but you may refer to your Instructional Guide to confirm correct steps.

Trouble-shooting

If you should encounter difficulty when completing a disk instruction, refer to page 11 of this system guide for additional assistance.

Getting started

You will be directed to perform disk instructions as you complete particular sections of the system guide. For all disk instruction, you will need your OMEGA Master disk and your own copies of the Training disks, which you will use throughout the entire training program. These disks contain all of the text you will use for the disk instructions. Your supervisor should have made a *copy* of the Training disk for you. If not, see the Administrator's Guide for instructions on how to make your own copy of the Training disks. In addition to the disks, you will need your system guide and an Instructional Guide. Place the system guide so that you can read the instructions easily, and keep the Instructional Guide nearby.

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Starting the system

To begin any disk instruction, you do the following:

1. Turn the system on by pressing the ON/OFF switch to ON. This switch is located on the back of the computer unit on the right hand side.

2. Insert your OMEGA Master disk into Drive A (left drive). Insert the disk with the label facing up and your hand on the label.

3. When the system instructs you to enter the time, type the time followed by AM or PM, and press RETURN.

4. When the system instructs you to enter the date, type the date and press RETURN.

5. When the margin scale appears, insert your Training disk into Drive B (right drive) with the label facing up.

6. Display the Index of your Training Disk, press INDEX.

Turn to the next page for directions to begin the first disk instruction.

Disk Instruction Training Information (Cont.)

2.1 Making Minor Revisions

To begin this disk instruction, first recall document "2.1 Making Minor Revisions" by doing the following.

1. With the Index of your Training disk displayed, use DOWN ARROW to position the cursor on the document name, "2.1 Making Minor Revisions."

2. Press RECALL to display 2.1 Making Minor Revisions.

Saving your copy of the disk instruction

As you go through this disk instruction, you will at some point see the message, "SAVING TEXT: Do you want to update the original? [Type Y or N]." This happens because text exceeds memory and needs to be saved on disk. If you type the letter y (yes), you save the edits you have made, thus updating the original. If you type the letter n (no), you save a second document with edits, leaving the original unchanged.

When the message, "SAVING TEXT" appears, do the following:

1. Type the letter n (no) to indicate you are not updating the original.

2. OMEGA asks you to name the document. Type your first name and the number of the disk instruction. For example, Mary Smith would name this disk instruction: Mary 2.1. Making Minor Revisions.

3. Then press RETURN. When the lights on the drive doors go out, continue performing the disk instruction.

4. When you have completed the disk instruction, press SAVE to complete the saving procedures and clear the screen.

This will result in two documents. You can use the original document to redo a disk instruction. Or you can use your copy to review exercises you have completed.

NOTE: When completing other disk instructions during this training program, refer to this page if necessary for the steps to save your edited copy separate from the original.

Trouble-shooting

If you should encounter difficulty when completing a disk instruction, refer to page 11 of this system guide for additional assistance.

NOW COMPLETE 2.1 Making Minor Revisions AS DIRECTED ON THE SCREEN.

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Trouble-shooting

Refer to this page if you encounter difficulty when performing a disk instruction.

Trace Mode

While you are working on a disk instruction, OMEGA may display the words "TRACE MODE" in the message area. In Trace Mode, OMEGA displays rectangular screen markers that look like square donuts. Also, the cursor responds more slowly. You do not want to type in Trace Mode.

If the TRACE MODE message displays, simply hold (CTRL) and press TRACE—a special function key—to return to normal editing mode.

Reset

Static electricity or a power fluctuation may cause a message to appear on your screen saying RESET. If this happens, remove the disks from the disk drives and turn the system off. Then, turn the power switch back on and re-start the system. Reinsert your Training disk, recall the disk instruction you were working on, and use the PAGE DOWN ARROW key to return to the point in the document where you left off.

Stopping before you finish a hands-on training session

If you want to stop in the middle of a disk instruction and finish it at a later time, here is the procedure you should follow.

1. Press SAVE.

2. Type an "N" when OMEGA asks if you want to update the original. To save your edited copy and keep the original document unchanged.

3. Then type your name and the number of the document you are working on.

4. Press RETURN.

When you return to the system, find your name on the Index of your Training disk and move the cursor to the name. Press RECALL. The document will appear on the screen and you can use the PAGE DOWN ARROW key to locate the place where you left off. When finishing the disk instruction, you should answer "Y" to the saving text message to update your copy of the disk instruction.

Starting over

If you encounter difficulty, you can start a disk instruction session over again. First, you must remove the text on the screen by saving the document in the same way you would if you were stopping in the middle to resume later.

1. Press SAVE.

2. Type an "N" when OMEGA asks if you want to update the original.

3. Then type your name and the number of the document you are working on, followed by an X.

4. Press RETURN.

Then turn back to the beginning of the instructions for that session. Start over using the original document on the disk. The X will allow you (and OMEGA) to distinguish between this incomplete version and the final version you will save when you complete the session.

2.1 Cumulative Example

In this example you will practice making the following minor revisions: deleting, inserting, formatting, and hyphenating.

The text you are to revise should be displayed on the screen on Page 43 of Disk Instruction 2.1. Revise the text as indicated in the copy below. Refer to your Instructional Guide for assistance in completing this example. If you encounter difficulty, turn to Page 33 of this system guide for additional instructions.


```
YOUR COPY:

Light is no less vital to man than it is to other creatures. The brainless
amoeba flees the sun, plants grow toward it, and it is the light of springtime
that spurs most animals to mate in the wild.     , more than the warmth, ?
While other animals strongly depend on the sense of hearing and smelling,
mankind puts its trust in sseeimg.  Man's sight is his principal tutor.  Our
eyes reach with with an elegant virtuosity, guiding us through daylight with a
tracking system that can decipher nature's signals.
       sight              subtlest      light
By night, they change into an alarm system, sensitive to dark, shifting sha-
dows and the dim flicker of warry light from stars distances away.

     delete one line
```

When you have completed making the above revisions, turn to Page 33 of this system guide and compare your copy with the revised text.

Complete this disk instruction by pressing SAVE.

Turn to the next page to complete the disk instruction for this section.

Disk Instruction

The disk instructions for the remainder of this section, Making Minor Revisions, are given to you in print not on the screen. This is necessary because the examples require you to display a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

1. Turn the system on by pressing the ON/OFF switch to ON. This switch is located on the back of the computer unit on the right hand side.

2. Insert your OMEGA Master disk into Drive A (left drive) with the label facing up. Insert the disk with the label facing up and your hand on the label.

3. When the system instructs you to enter the time, type the time followed by AM or PM, and press RETURN.

4. When the system instructs you to enter the date, type the date and press RETURN.

5. When the margin scale appears, insert your Training disk into Drive B (right drive) with the label facing up.

6. Display the Index of your Training disk, press INDEX.

7. Look on the Index for document 2.1 The Eye. If you don't see it, press the PAGE DOWN key to display the second page of the Index. Continue pressing the PAGE DOWN key until you locate this document.

8. When you have located 2.1 The Eye, use DOWN ARROW to position your cursor ON that line.

9. Press RECALL. 2.1 The Eye now displays on the video screen.

In the following examples, you will practice moving the cursor farther within a document as discussed in Section 1 of System Guide 2: Making Minor Revisions.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

1. Scrolling through the document: In addition to moving the cursor up, down, left, and right within a screen, you can use the HOME and Arrow keys to scroll farther through a document.

A. EXAMPLE - Moving through text by screen lengths

In this example, you will use HOME, UP ARROW and HOME, DOWN ARROW to scroll through the document by screen lengths.

Use HOME and then DOWN ARROW to move down by screen lengths.

1. Press HOME, DOWN to move the cursor to the bottom of the screen.

2. Press HOME, DOWN again. The cursor remains on the bottom line of the screen and the next screen load of text appears.

3. Continue pressing HOME, DOWN to scroll through the document.

Use HOME and then UP ARROW to move up by screen lengths

4. When you reach the end of the document, press HOME UP once. The cursor moves to the top line of the screen.

5. Press HOME, UP again. The cursor remains on the top line of the screen and the previous screenload of text appears on the screen.

6. Continue pressing HOME, UP to scroll backwards through the document. Go all the way back to the first line of the document.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

B. EXAMPLE - HOME, HOME, Arrow combinations

In this example, you will use the combination of HOME, HOME and the Arrow keys to scroll to other locations in the document. The HOME, HOME combinations move the cursor farther than the HOME combinations.

Use HOME, HOME, and then RIGHT ARROW to move to the right margin.

1. Press HOME twice. Notice the message "HOME-HOME" appears in the message area.

2. Then press RIGHT ARROW. The cursor moves to the right margin. The right margin displays as a "V" on the margin scale when your cursor is on it.

Use HOME, HOME, and then LEFT ARROW to move to character position 1.

3. Press HOME, HOME, LEFT. The cursor moves to character position 1, the left edge of the screen.

Use HOME, HOME, and then DOWN ARROW to move to the end of the document.

4. Press HOME, HOME, DOWN. The document scrolls forward automatically to move the cursor to the last line of the document.

Use HOME, HOME, and then UP ARROW to move to the beginning of the document.

5. Press HOME, HOME, UP. The document scrolls backward automatically to move the cursor to the first line of the document.

COMPLETE THE LAST INSTRUCTION

This is the end of Disk Instruction 2.1. Clear the screen.

1. Hold (CTRL) and press CLEAR.

2. OMEGA displays a message asking "Are you sure?"

3. Type "Y (yes)." The screen clears.

You have now completed Section 1. Return to the audio for an introduction to Section 2.

Page appearance capabilities

When you use a typewriter, you determine the overall appearance, or "format," of the document before you begin typing. You set margins, tabs, and line spacing on your typewriter, and if the format varies within a document, you change these settings as you type.

With your Compucorp OMEGA system, you do not have to set the format when you type a document because the format is "preset" on your system. However, you can change the format before you type, as you type, or after you have typed if you want the document formatted differently. This section describes the page appearance characteristics you can set from the screen. Additional format capabilities will be discussed in System Guide 3.

Page appearance characteristics

The following items affect page appearance:

1. **Line length:** The line length determines the maximum number of characters which can be typed on any one line. Setting your left and right margins establishes the line length.

2. **Indents:** Setting temporary left and/or right margins causes consecutive lines to be indented.

3. **Left flush tabs:** Left flush tabs are used to align columns of text.

4. **Centering:** Centering positions text an equal distance from both the left and right margins.

5. **Underlining:** Underlining emphasizes text.

6. **Bold printing:** Bold printing highlights text.

7. **Line spacing:** Line spacing determines the amount of blank space between the lines of text on your printout. OMEGA is preset for single spacing. You will learn to select other line spacing settings in System Guide 3.

8. **Page length:** On your typewriter you determine how much text should be typed on a page, or "page length," by watching the text content and the bottom margin of the paper. OMEGA is preset to make page end decisions automatically and will break your document into pages during printing. How to vary this set page length will be discussed in System Guide 3.

Sample Page

④ Lunch Schedules

A problem has developed because telephones are not being answered during lunch hours. This can cost the company much-needed sales.

② We find it necessary, therefore, to request that each department assign an employee to supervise the telephones in their area each month. A schedule is shown below.

Supervisors ⑥

Month	Department	Supervisor	Back-up
May	Shipping	Smith	Jones
May	Accounting	Green	Johnson
May	Purchasing	Black	Miller
May	Sales	White	Brown

(③ at left of table)

⑤ Call Employee Relations if there are questions.

The supervisors are responsible for seeing that an employee is always available to answer the telephones in their department. Your cooperation is important if the program is to work. ①

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Margins

Line length, an important factor in page appearance, is determined by the margin settings. To set margins on a typewriter, you move the margin levers to the desired setting. Setting margins on OMEGA is just as simple.

Margin settings

Margin settings are displayed at all times on the margin scale at the top of the screen. The "L" indicates the left margin setting. The "R" indicates the right margin setting, as shown at right. When you first turn your system on, standard margins are set automatically. These same "standard" settings are in effect whenever a clear screen is displayed. You will learn to change your "standard" settings in System Guide 6.

Setting different margins

You can change the margins from the standard settings for any document or within any document. You do so by using your electronic "margin lever," the (CTRL) MARGIN key.

- **Left margin:** To change the left margin setting, move the cursor to the character position you have chosen for the new left margin. Then set the left margin by pressing (CTRL) MARGIN and then typing the letter "l." When you move the cursor to the right, you will see your new margin setting displayed in the margin scale.

  NOTE: If you want to set a left margin to the left of the standard left margin, use HOME, HOME, and then LEFT ARROW to move left of the existing margin.

- **Right margin:** To change the right margin setting, move the cursor to the character position you have chosen for the new right margin. Then set the right margin by pressing (CTRL) MARGIN and then typing the letter "r." When you move the cursor to the left, you will see your new margin setting displayed in the margin scale.

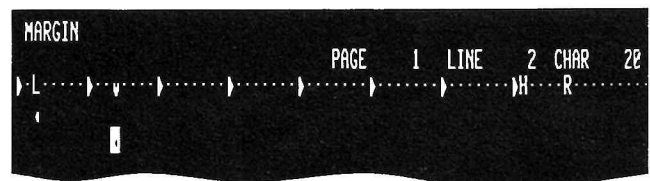 NOTE: "H" (Hot zone) has moved corresponding on the margin scale.
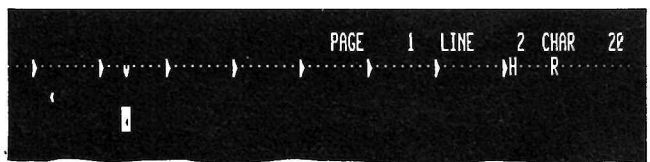
Sample Margin Settings
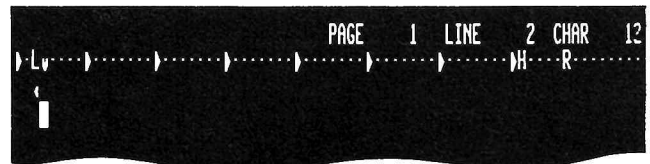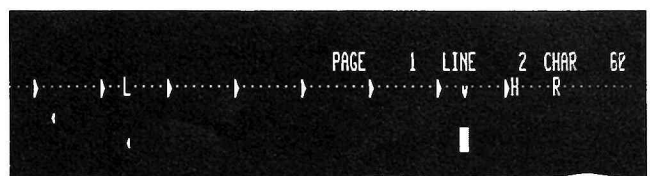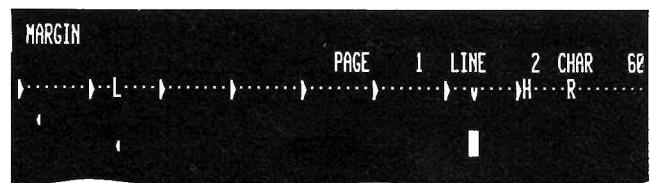

Setting Left Margin
Position Cursor
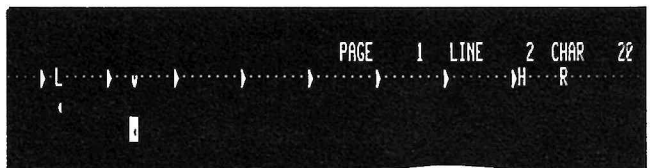
Press Margin
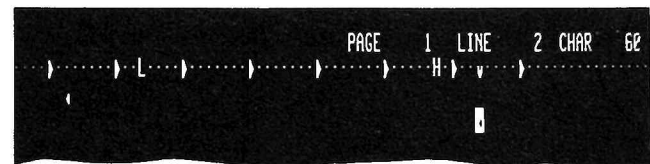

Type L to set

Setting Right Margin
Position Cursor

Press Margin

Type R to set

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Indents

Indents, like margins, affect the appearance of a page. When you type indented text on a typewriter, you set a tab stop and tab in for each line. On OMEGA, you set an indent, which is a "temporary margin." As you type, OMEGA automatically wraps text to the temporary margin. At the end of the indent text, the temporary margin reverts to the original margin.

Indenting options

1. **Left indent:** When you set a left indent, OMEGA aligns the text on the temporary left margin.

2. **Right indent:** When you set a right indent, OMEGA wraps the text according to the temporary right margin.

3. **Center indent:** When you set a center indent, OMEGA indents text an equal number of spaces from both margins.

4. **No indents:** When you cancel an indent, the margin setting returns to the original setting.

Indenting procedure

As you type you indent text by setting a temporary margin, typing the indented text, and then returning to the original margin. This is explained below.

1. **Beginning an indent:** You set an indent by placing the cursor on the line and the character position on which the indent is to begin. Then access the indent function by pressing the INDENT key:

   - Type the letter "l" to set a left indent,

   - Type the letter "r" for a right indent, or

   - Press the CENTER key for a left and right indent.

   On the margin scale at the top of the screen, the margin indicators will move to the temporary margin positions. You then type the indented text.

2. **Ending an indent:** When you finish, end the indent by pressing INDENT and then BACKSPACE. The margin indicators on the margin scale return to the original margin positions.

Sample Document

1. Begin a Left Indent

2. End Indent

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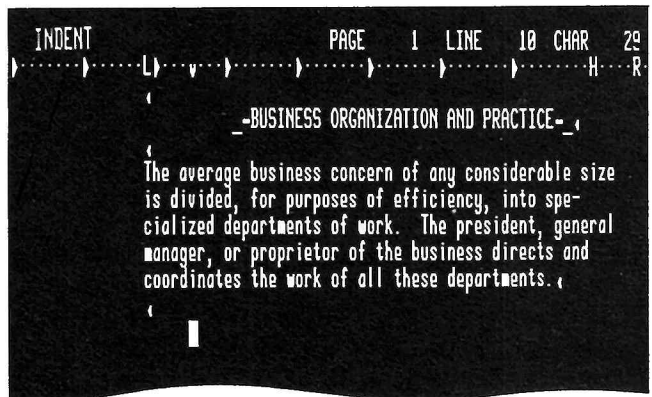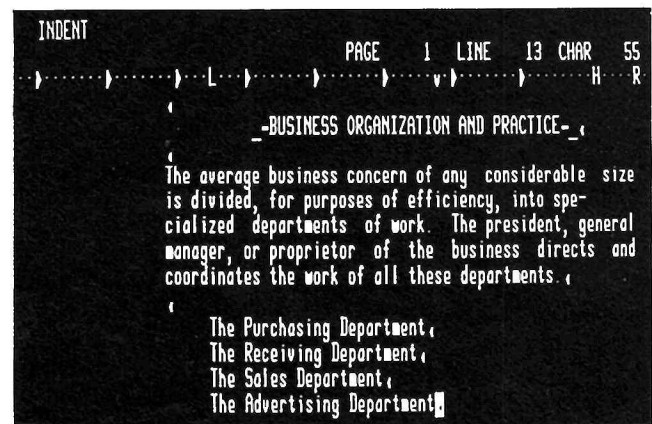
Indenting existing text

You can also indent previously typed text by positioning the cursor on the appropriate character position one line above the text to be indented. Set a temporary margin using INDENT "l," INDENT "r," or INDENT CENTER. Then move the cursor to the end of the text to be indented and instruct the system to return to the original margin pressing INDENT and then BACKSPACE.

Now complete Disk Instruction 2.2a Margins and Indents. To do this:

- **Turn on the system, if necessary, and insert the Master disk into Drive A.**

- **Fill in the date and time.**

- **When the margin scale appears, insert your Training disk into Drive B and display the Index.**

- **Recall document 2.2a Margins and Indents.**

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Tabs

Tabs, like margins and indents, can affect the way your text looks on a page. Tabs on the Compucorp system align text like the tabs on a typewriter. They are also set in a similar way. But, tabs on the system have advantages over tabs set on a typewriter. With OMEGA you can see where your tabs are set, and you save the tab settings with each individual document.

OMEGA tab settings

OMEGA has preset tab stops which display every time you turn on the system. The tab stop locations appear on the margin scale as right pointing triangles as shown in the illustration. You can use the standard tab settings on your system or set different tab stops. You can also reset the standard tab stops to meet your office needs (not available on Level A). Resetting the standards for the system is discussed in System Guide 6.

Tab ruler

To set different tab stops for a particular document, you must first display a tab ruler in that document. To do so, press COMMAND and then press TAB. A line resembling the margin scale appears on the screen within the document. However, this line contains only tab stops. When the tab ruler is displayed, you can clear and set tab stops.

Clearing tab stops

• **Clearing tabs individually:** To clear an individual tab stop, you position the cursor on that tab stop on the tab ruler and press TAB.

• **Clearing all tabs:** You can clear all the tab stops on the tab ruler automatically by positioning the cursor anywhere on the tab ruler and using (CTRL) CLEAR.

Setting a tab stop

To set a tab stop on the tab ruler, you position the cursor where you want the new tab stop and set the tab using the TAB key. A right pointing triangle appears on the tab ruler at the position of the tab stop.

Effect of a tab stop change

After you have made your tab stop changes, press RETURN to remove the tab ruler from the screen. The changes you have made display on the margin scale when the cursor is below the line on which you made the changes.

Tab Ruler
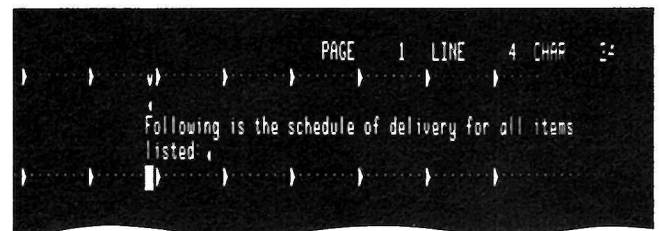
Using tabs

On OMEGA you press the TAB key to move to a tab stop. This causes a tab marker to display one space left of the tab stop position. Text appears to the right of the marker.

- **Viewing tabbed text without tab markers:** You can remove the tab markers from the screen using COMMAND VT (view tabs). This allows you to see how the text will look when the document is printed.

Pressing COMMAND VT redisplays the tab markers.

Now complete Disk Instruction 2.2b Tabs. To do this:

- **Turn on the system, if necessary, and insert the Master disk into Drive A.**
- **Fill in the date and time.**
- **When the margin scale appears, insert your Training disk into Drive B and display the Index.**
- **Recall document 2.2b Tabs.**

Tab Markers Displayed


```
                        PAGE   1  LINE.  8  CHAR  ::
                                                H   E
  Model name           )Number  )Price,

  Flying Executive Junior   )FE-101  )$250 00,
  Flying Executive Queen    )FE-102  ) 350 00,
  Flying Executive King     )FE-103  ) 350 00,
  Flying Executive Supreme  )FE-104  ) 500 00,
```

Text Without Tab Markers


```
                        PAGE   1  LINE   8  CHAR  ::
                                                H   E
  Model name            Number   Price,

  Flying Executive Junior    FE-101   $250 00,
  Flying Executive Queen     FE-102    350 00,
  Flying Executive King      FE-103    350 00,
  Flying Executive Supreme   FE-104    500 00,
```

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Centering

You can also center a line to vary the appearance of your text. Centering will move a line of text an equal distance from the left and right margin or indent settings shown on the margin scale.

Centering procedure

To center a line of text on a typewriter, you have to determine the center of the page and backspace once for every two characters of text to be centered. OMEGA centers text automatically, either before or after you type it.

- **Center after you type text:** To center a line after you have typed it, simply position your cursor anywhere on the line and press the CENTER key.

- **Center text as you type it:** You can also press CENTER before you type. The cursor moves to the center of the page, and as you type, OMEGA centers the text.

Editing centered text

A line of text may no longer be centered correctly if words are added or deleted. Changing the margins or indents can have the same effect. You can re-center the line easily by pressing the FORMAT key.
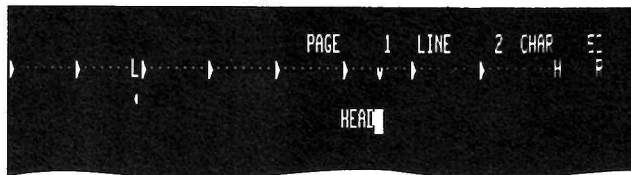
Canceling a center instruction

To remove a center instruction, simply position the cursor anywhere on the centered line. Press CENTER, then press RED key (cancel) and the line moves back to the left margin.

Press Center after you Type

CENTER and then type

Centered Heading

Typing underlined and bold text

OMEGA also prints underlined or bold text automatically. The text on the screen does not appear underlined or in boldface. Instead, screen markers display just before and just after the text to indicate where underlines or boldface will be printed. The underline screen marker looks like an underline, and the bold screen marker looks like a thick hyphen, as shown in the illustrations at the right.
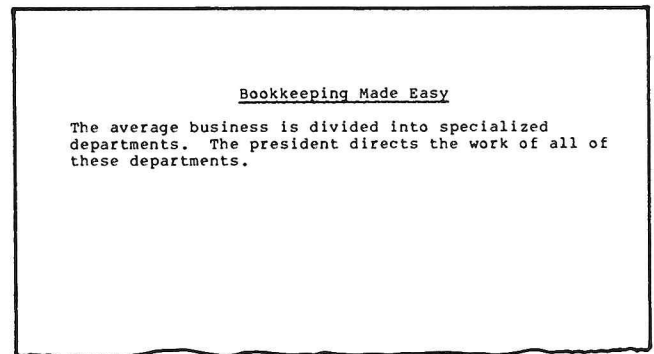
Underline/bold procedure

You can instruct OMEGA to underline or bold text before or after you type it.

- **Underline/bold as you type:** When you reach the point in a document where an underline is to begin, press the UNDERLINE key to make an underline marker. Type the text to be underlined, and when you have finished, press UNDERLINE again to make another underline marker. The procedure is the same for boldfaced text, except that you use the BOLD key to make bold markers. When the text is printed, text between the markers will be underlined or bolded.

- **Underline/bold when you edit:** To indicate underlining in text which has been typed previously, you position the cursor on the first character to be underlined and press UNDERLINE to insert an underline marker. Then position the cursor on the character following the last one to be underlined and press UNDERLINE again. This inserts a second underline marker to indicate the end of the underline area. Again the procedure is the same for boldfaced text, except that you use the BOLD key.

  NOTE: Text can be underlined and boldfaced simultaneously.

- **Viewing text without screen markers:** You can view text without the underline and bold screen markers by using COMMAND and VU (view underline). Redisplay the screen markers by repeating this instruction.

Printed Document

> Bookkeeping Made Easy
>
> The average business is divided into specialized departments. The president directs the work of all of these departments.

Underline Markers on Screen

Printed Document

> The Shipping Department
>
> The shipping department sees that products are packed properly, labeled correctly, and delivered promptly. Retail store deliveries are usually made by the store's trucks.
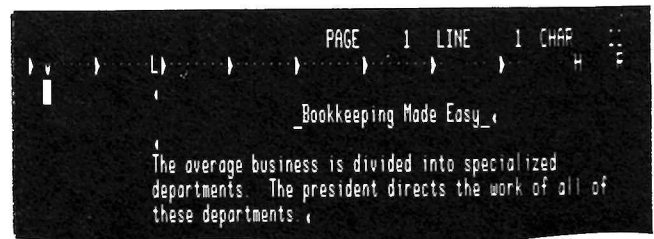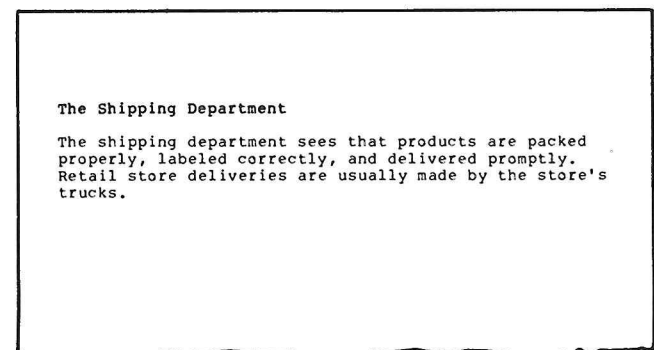
Bold Markers on Screen

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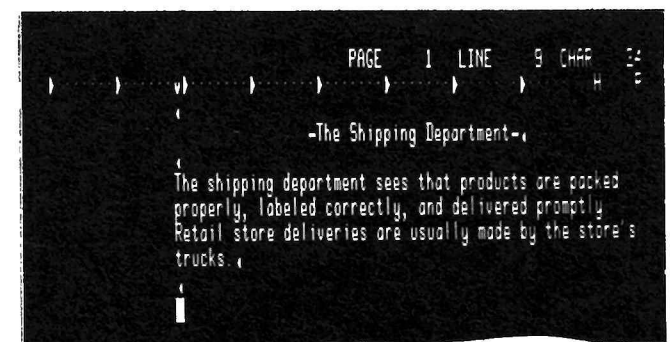
Delete underline/bold

You can cancel a bold or underline instruction easily. Simply position the cursor on the first screen marker and press DEL CHAR. Repeat for the second marker.

Now complete Disk Instruction 2.2c Center, Bold, and Underline. To do this:

- **Turn on the system, if necessary, and insert the Master disk in Drive A.**

- **Fill in the date and time.**

- **When the margin scale appears, insert your Training Disk into Drive B and display the Index.**

- **Recall document 2.2c Center, Bold, and Underline.**

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2.2 Cumulative Example

In this example you will practice the following procedures: setting margins, indents and tabs, centering, underlining and printing bold text. These functions determine the appearance of a page.

Type the text on a clear screen following the instructions below. Refer to your Instructional Guide for assistance in completing this example. If you encounter difficulty, turn to Page 34 of this system guide for additional instructions.

1. Set your margins at 15 and 65.
2. Clear all tab stops and set tab stops at 20, 25, and 30.
3. Type the text as indicated below.

Sample Text

```
            Pigments }  center  and  bold

tab in   → Sought for beauty and utility, pigments drawn from plants,
   5       minerals and animals have colored man's world for thousands
           of years.  In some cultures, dyes have been accorded
           special status for their power to transmute natural objects
           into brilliant colors.

            Color }  center  and  underline

Indent    ⎛In the sunless chill of a gray November day the land
          ⎜unfolds through winter to meet the horizon.
10 spaces ⎬
  on left ⎜In the middle distance stand trees, dark and skeletal
          ⎝against a sky the color of steel.

            Light }  center  and  underline

           Light is no less vital to man than it is to other
           creatures.
```

When you have completed typing the text as instructed above, save the document and name it YOUR NAME -Cumulative 2.2. Press SAVE. Type the name of the document and press return.

Then print the document.

Now compare your copy with the revised text on Page 34 of this system guide. Notice the bold and underline text.

You have now completed Section 2. Return to the audio for an introduction to Section 3.

Saving and filing text

After typing a document on a typewriter, you place the document in a folder and the folder in a file cabinet. To use the document again, you retrieve it from the filing cabinet.

Filing on OMEGA is based on the same procedure; however, filing is performed electronically by the system. This section introduces the basics of OMEGA's filing function. How to set up OMEGA's files will be discussed in depth in System Guide 6.

Automatic filing

OMEGA files automatically each time you ask it to save a document. When you press the SAVE key and name the document OMEGA adds the name of the document to the disk Index. The Index is a listing, or "table of contents," of all the documents saved on a disk.

Conventional Filing

Letter

Folder

Cabinet

Electronic Filing

Document on Screen
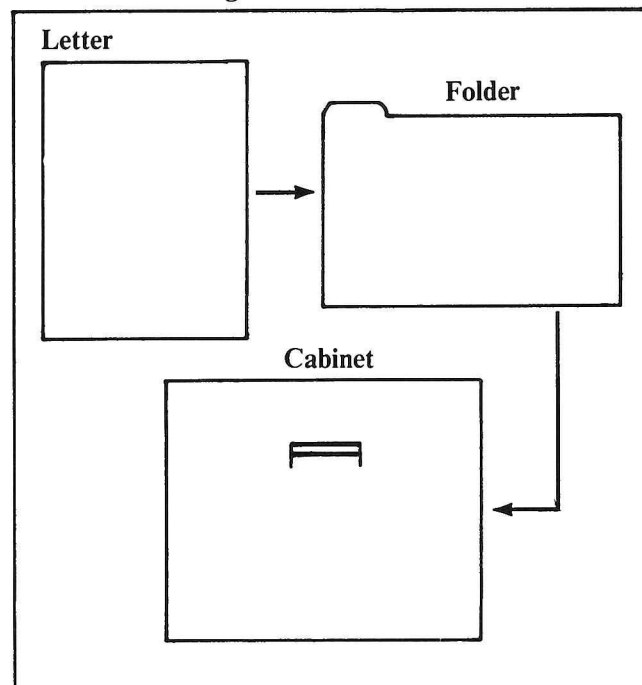
Disk

Index

Filing on the Index

The Index contains information about the disk and the documents on the disk.

Index Elements

1. **Disk name:** The name of the disk is in the top left corner of the Index. Naming your disks assists you in keeping an organized filing system.

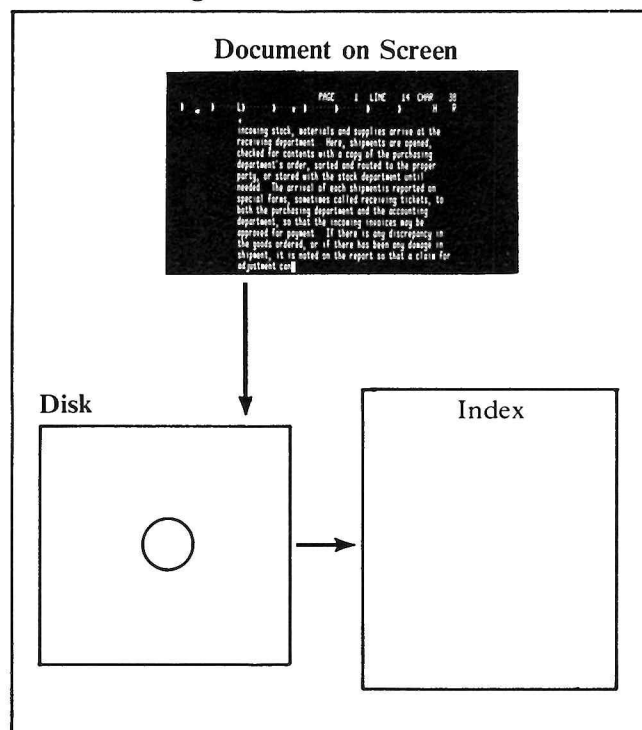2. **Number of free pages:** The number of free pages remaining on a disk displays on the top line of the Index. You should always check this number before saving to make sure that your text will fit on the disk.

3. **Time:** The current time displays on the top line of the Index if you set OMEGA's internal clock when you turn on your system.

4. **Document name:** OMEGA lists the name of each document saved on the disk exactly as you typed it when you saved it.

5. **Author's initials:** If you indicate the author's initials on Document Status Menu One (discussed in System Guide 3), OMEGA lists the initials here automatically.

6/7. **Date created and date revised:** When you start OMEGA, you type in the date and time. OMEGA's Index lists the date each document was created and the date and time it was last revised.

8. **Size of document:** OMEGA also lists on the Index the number of pages in each document.

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```
Index for DISK1      316 FREE PAGES      TIME: 09:50:03
        DOCUMENT NAME          AUT   CREATED    REVISED        PAGES
Jones letter                   jer   02/19/82 02/19/82 08:07   4
Smith letter                   bt    02/19/82 02/19/82 08:08   1
Sales report/Jan               ag    02/19/82 02/19/82 08:15   2
Annual Report/1st draft        jer   02/19/82 02/19/82 08:13   17
Sample sales letter            ag    02/19/82 02/19/82 08:15   1
```

Using the Index

The Index is used for several different functions. You will be introduced to three of these—using the Index to review what is on the disk, recalling a document, and printing a document—in this section.

Displaying the Index

You can display the Index on the screen at any time. Simply press INDEX to display the Index of your default drive. The default drive is the drive on which your documents will be saved unless you specify differently. To display the Index, of your other drive(s), press COMMAND, then INDEX and indicate the name of the drive. To return to the document or clear screen that was displayed before you entered the Index, press RETURN.

Moving through the Index

To move the cursor on an Index page, use the UP ARROW or DOWN ARROW keys.

The word "MORE" in the bottom right corner of the screen means that your Index contains more documents than can be displayed on the screen at one time. Use the PAGE DOWN ARROW key to display the next screenload of the Index. (CTRL) PAGE UP ARROW takes you back to the first screenload of the Index.

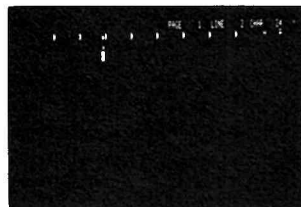### Recalling a document

You recall a document from the Index by positioning the cursor on the document name and pressing RECALL.

Printing a document

You print a document from the Index by positioning the cursor on the document name and pressing PRINT.

Displaying the Index

Clear Screen   **Document on Screen**

INDEX
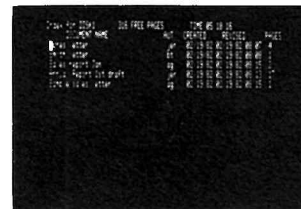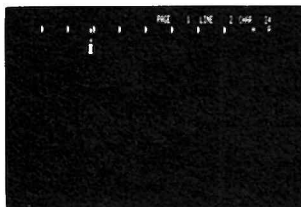
RETURN

Clear Screen   **Document on Screen**

Recalling and printing from the screen (Not available on Level A.)

If your Compucorp system is equipped with Level B OMEGA software, you have additional options for recalling and printing documents. These options are convenient when you remember the name of the document and you therefore do not need to display the Index to locate it.

- **Recall from the screen:** To recall a document while displaying a blank screen you press COMMAND and then type IR (Index Recall). Type the name of the document when a message displays asking you to do so. Then press RETURN.

- **Print from the screen:** You can also print a document while displaying a blank screen or another document by pressing COMMAND and typing IP (Index Print). Type the name of the document to be printed when the system displays a message asking you to do so. Then press RETURN.

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Filing options

In addition to saving short documents, you may also save long documents and the revised version of recalled documents.

Saving a long document

In the hands-on activities for System Guide 1, you saved a document by typing text, pressing the SAVE key, and giving the document a name. If a document contains more text than OMEGA can hold in its temporary memory, OMEGA will ask you to name the document before you finish typing. OMEGA then saves the beginning of the text and makes room in its temporary memory for the rest of the document.

You need not be concerned about the length of your document because OMEGA gives you a message when its temporary memory is full. When the message, "SAVING TEXT: Please name the document" appears, you name the text and continue typing. When you have finished typing the document, you use the SAVE key to save the rest of the text, which is still in OMEGA's temporary memory.

If you have forgotten to save text which you have named, and then try to display another document, OMEGA will display the message, "You must SAVE document that was on the screen. Press RETURN to continue." This safeguard prevents you from losing unsaved text accidentally.

Updating a document

When you recall a document, you are actually working with a copy of that document on the screen. The original is still saved on the disk. When you save a recalled document, OMEGA displays the message "SAVING TEXT: Do you want to update the original?" You have two options for filing the recalled document.

* **Update the original:** If you type the letter y (yes), OMEGA writes the revised version over the original version on the disk. The revised version assumes the name of the original.

  Remember to type the letter y (yes) to update original when you are just viewing a document.

* **Save revisions and original separately:** If you type the letter n (no), OMEGA asks you to name the document. The document you are naming is saved as a second document under the new name you type. The original remains unchanged on the disk under its original name.

Go to the next page and complete the disk instructions for this section.

Updating a Document

Update Question


```
SAVING TEXT ON DISK: Do you want to update the original? [Type Y or N] ▮
                              PAGE   1  LINE   1  CHAR  1:
```

YES

Original Revised


```
May 12, 1982

Phillip Benekeci
1324 North Cumberland Drive
Landcastle, Pennsylvania

Dear Mr. Benekeci:

By Monday the 24th we should be
able to round up the board for a
short meeting.  Max Marin is our
new marketing supervisor and I
believe you will find him compe-
tent.  It was his idea to introduce
our "Flight Executive" to the pro-
duct line.

During our meeting, we will review
the new models and their prices.  I
look forward to seeing you on the
24th.

Sincerely,


George C. Sanders
President

GCS/jer
```

Update Question


```
SAVING TEXT ON DISK: Do you want to update the original? [Type Y or N] ▮
                              PAGE   1  LINE   1  CHAR  ::
```

NO

Original


```
May 12, 1982

Phillip Benekeci
1324 North Cumberland Drive
Landcastle, Pennsylvania

Dear Mr. Benekeci:

By Monday the 24th we should be
able to round up the board for a
short meeting.  Max Marin is our
new marketing supervisor and I
believe you will find him compe-
tent.  It was his idea to introduce
our "Flight Executive" to the
product line.

During our meeting, we will review
the new models and their prices.  I
look forward to seeing you on the
24th.

Sincerely,


George C. Sanders
President

GCS/jer
```

Separate Revised


```
May 12, 1982

Phillip Benekeci
1324 North Cumberland Drive
Landcastle, Pennsylvania

Dear Mr. Benekeci:

By Monday the 24th we should be
able to round up the board for a
short meeting.  Max Marin is our
new marketing supervisor and I
believe you will find him compe-
tent.  It was his idea to introduce
our "Flight Executive" to the
product line.

The Flight Executive meets the
needs of the much travelled
executive.  It gives the time in
any city in the world.

During our meeting, we will review
the new models and their prices.  I
look forward to seeing you on the
24th.

Sincerely,


George C. Sanders
President

GCS/jer
```

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Disk Instruction

The disk instructions for Section 3, Filing, are given to you in print, not on the screen. This is necessary because the examples require you to display an Index. You would be unable to follow directions given on the screen.

Before you begin these examples, do the following:

• Turn on the system, if necessary, and insert the Master disk into Drive A.

• Fill in the date and time.

• When the margin scale appears, insert your Training disk into Drive B.

In the following examples, you will display an Index and locate its various elements, and also print a document.

1. **Displaying the Index**: You can display the Index of your disk at any time. It does not matter if there is a document displayed on the screen or if the screen is clear; the procedure is the same.

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   A. **EXAMPLE - Index elements**

   In this example, you will locate each of the Index elements.

   1. Display the Index of your Training disk. Press INDEX.

   2. Locate each of the items listed below on the Training disk Index.

      a. The disk name: top line, left corner "Index for _____"
      b. The number of free pages
      c. The time
      d. The column (headed "DOCUMENT NAME") containing the names of documents
      e. The column (headed "AUT") for the initials of the authors of each document
      f. The column (headed "CREATED") containing the date that each document was created
      g. The column (headed "REVISED") containing the date & time that each document was last revised
      h. The column (headed "PAGES") containing the size of each document

2. **Cursor movement on Index page**: You use the DOWN ARROW, UP ARROW, PAGE DOWN and (CTRL) PAGE UP keys to move the cursor on the Index page.

   A. **EXAMPLE - Moving the cursor on the Index**

   In this example, you will use the DOWN ARROW and UP ARROW to move the cursor on the Index and the PAGE DOWN key to scroll through the Index.

   1. Press the DOWN ARROW key several times and notice how the cursor moves down the page.

   2. Press the UP ARROW key until the cursor is on the name of the first document listed.

   3. Notice that on the last line at the right side of the screen is the word, "MORE..." This indicates that there are more documents listed on this Index. To view the additional document names, press the PAGE DOWN key.

   4. Return to the first page of the Index. Hold (CTRL) and press PAGE UP.

Disk Instruction (Cont.)

3. Printing from Index: To print a document, locate the name of the document on the Index page, position the cursor on the document name, and press PRINT.

A. EXAMPLE - Printing a document from the Index

Before you print a document from the Index in this example, you will recall it to the screen and examine the instructions that OMEGA has been given to underline and print bold. Make sure that your printer has been turned on before you read any further.

1. Locate the document named 2.3 The Brain on the Index.

2. Use DOWN ARROW to position the cursor on 2.3 The Brain.

3. Press RECALL. That document will display on the screen.

4. Notice that the screen markers for underlined text before and after the words, "The Creation of Adam," appear as an underline.

5. Notice the screen markers for bold print before and after the word, "Michelangelo's," appear on the screen as thick hyphens.

6. Now clear the screen. Press (CTRL) CLEAR; type the letter y; press RETURN.

7. Redisplay the Index of your Training disk and position your cursor on 2.3 The Brain again.

8. Insert paper in the printer and press PRINT.

9. When OMEGA has finished printing 2.3 The Brain, examine the printed copy, and note the underlined and bold print.

Return to Audio 2 for concluding information. Then begin the next module by locating System Guide 3.

Helps

These are helps for the Cumulative Examples.

Help for Cumulative Example 2.1

1. To delete the extra "n" in "man," position the cursor on the second "n" and press DEL CHAR.

2. To insert the text "more than the warmth," position the cursor on the "t" in "that" and type the text to be inserted.

3. To combine the first two paragraphs, position the cursor on the return marker at the end of the first paragraph—after the word "wild." Press DEL LINE once to remove the blank line at the end of the first paragraph. Press DEL LINE again to remove the blank line that was between the two paragraphs. Then press the SPACE BAR twice to insert two spaces between the sentences.

4. To delete the "ing" from "smelling," position the cursor on the "i" and press DEL WORD.

5. To remove the word "seeing" and insert the word "sight" in its place, position the cursor on the "s" in "seeing" and press DEL WORD. Then, with your cursor on the "M" in "Man's," type "sight." Press the SPACE BAR twice.

6. To delete the extra "with," position the cursor on the "w" in "with" and press DEL WORD.

7. To insert the word "subtlest," position the cursor on the "s" in "signals" and type "subtlest."

8. To delete a line between the last two paragraphs, position the cursor at the left margin of one of the lines and press DEL LINE.

9. To delete the word "dark" and insert the word "light" in its place, position the cursor on the "d" in "dark" and press DEL WORD. Then, with the cursor on the "s" in "shifting," type "light."

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Revised Text

```
YOUR COPY:

Light is no less vital to man than it is to other creatures. The brainless
amoeba flees the sun, plants grow toward it, and it is the light of spring-
time, more than the warmth,  that spurs most animals to mate in the wild.
While other animals strongly depend on the sense of hearing and smell,
mankind puts its trust in sight. Man's sight is his principal tutor.  Our
eyes reach with an elegant virtuosity, guiding us through daylight with a
tracking system that can decipher nature's subtlest signals.

By night, they change into an alarm system, sensitive to light, shifting
shadows and the dim flicker of warry light from stars distances away.
```

Helps

Help for Cumulative Example 2.2

1. To set your margins at 15 and 65: Set a left margin at 15 by positioning the cursor on character position 15 on a clear screen. While holding (CTRL), press MARGIN. Then type L. Set the right margin at 65 by using RIGHT ARROW to position the cursor on character position 65. While holding (CTRL), press MARGIN. Then type R.

2. To clear all the tab stops, first display the tab ruler. Press COMMAND and then TAB. Clear all the tabs by holding (CTRL) and pressing CLEAR. Set the new tab stops by using RIGHT ARROW to position the cursor on character position 5 and press TAB. Then position the cursor on 10 and press TAB. Then position the cursor on 15 and press TAB. To complete the procedure, remove the tab ruler from the screen by pressing RETURN.

3. You can begin typing on line 2 and roll your paper to the starting position in the printer. Or you can begin typing on the exact line you want the text to begin by pressing RETURN and reading the Line Indicator at the top of the screen. Then when you insert the paper to print you will position the paper at line 1.

   - To center and make bold "Pigments": Press BOLD. Type "Pigments." Press BOLD again. Then press CENTER and RETURN twice.

   - To tab in 5 spaces for the first line of the paragraph: Press TAB. Then type the text and press RETURN twice.

   - To center and underline "Color": Press UNDERLINE. Type "Color." Press UNDERLINE again. Then press CENTER and RETURN twice.

   - To indent the paragraph 10 spaces on the left: Position the cursor on character position 25. Press INDENT and then type L. Type the paragraph indented on the left. Press INDENT and then BACKSPACE to end the indent. Press RETURN twice.

   - To underline "Light": Press UNDERLINE. Type "Light." Press UNDERLINE again. Then press RETURN twice. Type the last sentence and press RETURN once.

Revised Text

```
                         Pigments

          Sought for beauty and utility, pigments drawn
     from plants, minerals and animals have colored
     man's world for thousands of years.  In some cul-
     tures, dyes have been accorded special status for
     their power to transmute natural objects into
     brilliant colors.


                          Color

          In the sunless chill of a grey November
          day the land unfolds through winter to
          meet the horizon.


                          Light

          Light is no less vital to man than it is to other
          creatures.
```